

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**April 20, 2005**

**I. Roll Call**

Carol Tenyak-O'Connor called the meeting to order at 7:35 p.m. with the Pledge of Allegiance. Roll was taken as follows:

Present:	Absent:
Carol Tenyak-O'Connor	Peter Dopper
Michael Belica	
Robert Brown	
Kirk Edwards	
Karen Hannah	
Linda McNamara	
Matthew Suddarth, Library Director	
Also attending: Marcia Hold, LTA Intern	

**II. Swearing in of new Trustees** was postponed until the May 25<sup>th</sup> meeting. Kirk Edwards was thanked for his 10 years of service as a trustee. A book about running will be added to the collection in his honor.

**III. Minutes**

The minutes from the March 16, 2005 meeting were reviewed and approved without correction.

**IV. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The Illinois Public Library Annual Report information was received.
- B. Requirements for the Per Capita Grant for Fiscal Years 2006 – 2008 were received. At least one board member from each public library will be required to attend a continuing education program designed for trustees and report on the experience to the board. A copy of that report should accompany the grant application.
- C. Library attorney Roger Ritzman sent reminders concerning the election canvass and deadlines for newly elected trustees to take the oath of office.
- D. ADT will be increasing our fire alarm monitoring fee.
- E. Accounting firm Lauterbach and Amen sent a letter outlining the fee structure for the upcoming year.

**V. Citizens to Speak**

None.

**VI. Financial Report**

The financial report was reviewed and accepted subject to audit.

## **VII. Approval of Bills**

The disbursements for the month of April were reviewed and on a motion made and seconded the Trustees approved the bills as presented.

## **VIII. Reports of the Standing Committees**

### **A. Finance**

The board reviewed the working budget. Balanced and deficit proposals were presented. Matthew Suddarth also presented the final tax levy extensions which included the impact of the T.I.F. district. Mr. Suddarth also discussed the projected new development impact fees to be received in the coming year.

### **B. Administration & Personnel**

At 9:23 p.m. the board entered into closed session to discuss staff salaries. At 9:50 p.m. the board returned to open session at which time a motion was made and seconded the board approved a 5% staff wage increase. Also on a motion made and seconded the board approved the creation of a full-time position from one of the current part-time positions. The new position will be offered to the Library's Interlibrary Loan Clerk.

### **C. Policy – No report.**

### **D. System Representative – No report.**

### **E. Special Projects – No report.**

### **F. Building & Property**

Loren has repaired the broken door in the large meeting room as well as the front door. Additionally, he will be hanging a new brochure holder at the circulation desk. Other items discussed were the spring grounds improvements by Sitarz landscape and the possibility of purchasing a garbage can for outside the front door and the purchase of a large planter to place in the northeast corner of the lawn near the angled parking spaces.

## **IX. Director's Report**

Matthew Suddarth reported the following:

A. David Taylor began work as a page in March. Rozanne Murphy will begin as a circulation assistant on Monday, May 2<sup>nd</sup>.

B. The DLS Friend's Roundtable meeting was held at the Library on April 6<sup>th</sup>.

C. Two successful programs were held in conjunction with the historical society in the past month.

D. Matthew Suddarth attended Library Advocacy Day in Springfield.

E. Matthew Suddarth attended several Village and Library related meetings.

F. The Follett catalog system had some problems and is now fixed.

## **X. Old Business**

A. On April 13<sup>th</sup> the first open house regarding the Library's expansion plans was held in conjunction with the Library Friend's annual meeting. Comments from the public were discussed. The press covered the affair favorably.

B. The may meeting of the board has been moved to May 25, 2005 at which time the consultant chosen by the long range planning committee will be available to meet with the board.

- C. The contract for the purchase option on the adjoining property has not been signed. Following a discussion, it was moved and seconded to have the library's attorney ratify a change to the language of the contract making the dates logical given the time that has elapsed.

**XI. New Business**

- A. Election of officers and committee appointments was postponed until new board members can be sworn in.
- B. Trustees Tenyak-O'Connor and Hannah volunteered to serve on the selection committee for a new board member.
- C. Serving our Public – The board reviewed reference, readers' advisory, and bibliographic instruction.
- D. An eco-friendly lighting proposal form All-Tech lighting was reviewed. It was determined that the Library would not pursue the opportunity given expansion plans and budget concerns.

On a motion made and seconded, the Trustees approved the adjournment of the meeting at 10:05 p.m. The next meeting is set for Wednesday, May 25, 2005 at 7:30 p.m.

Respectfully submitted by,

Karen H. Hannah  
Secretary pro tem